

CIA INTERNAL USE ONLY

25X1

25 June 1962

To : *See attached for Distribution*
From : CIA, Records Administration Officer
Subject: Annual Report of Records Holdings

1. The need for a report of records holdings from each component is at hand. Information to be furnished is contained below and may be recorded directly on this memorandum and returned to my office by 15 August 1962.

2. These data will enable us to evaluate the progress of the Agency's Records Management Program and to determine our requirements for the coming year.

3. Call us if you have any questions or difficulty in collecting the data.

25X1

Cubic feet of records on hand 1 July 1961 _____

Cubic feet of records on hand 30 June 1962 _____

Amount of records destroyed in offices during FY 1962. (Do not include records destroyed by the Records Center.) _____

GROUP 1
Excluded from automatic
downgrading and
declassification

RAD

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM
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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	INITIALS	DATE
1	Chief, Systems Group		
2	3C-19, Headquarters		
3			
4			
5			
6			

☒ ACTION	☐ DIRECT REPLY	☐ PREPARE REPLY
☐ APPROVAL	☐ DISPATCH	☐ RECOMMENDATION
☐ COMMENT	☐ FILE	☐ RETURN
☐ CONCURRENCE	☒ INFORMATION	☐ SIGNATURE

Remarks:

Walter:

attached
Attached are several of our request
for the Annual Report of Records Holdings.
This went out to all Agency Records Officers,
except in DDP Area. Last year DDP
reported 33826 cu. ft. on hand 1 July 1961 in
Headquarters offices and 9035 cu. ft. destroyed
during FY 1961.



TO RETURN TO SENDER

ESS AND PHONE NO.

DATE

Records Admin. Officer

6/22/62

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